

I. OVERVIEW OF THE RENAISSANCE ON MAIN PROGRAM

A. Background

Declining downtowns have been a concern in Kentucky and the United States for the last 50 years. In 1979, the Kentucky Heritage Council initiated the Kentucky Main Street Program to target the preservation and adaptive reuse of historic buildings in Kentucky's downtowns. In the fall of 1996, a 26-member committee was appointed to study Kentucky's downtowns and submit recommendations on how to strengthen the state's assistance to cities with downtown revitalization. The result was Renaissance Kentucky which represented an alliance of both state and non-state agencies and organizations focusing resources, funding and the expertise on how to strengthen the state's assistance to cities with downtown revitalization.

In 2004, the Office of Renaissance Kentucky was realigned to the Governor's Office for Local Development (GOLD) as part of Governor Ernie Fletcher's streamlining of state government. GOLD administers numerous state and federal grant programs, therefore it was determined that the program would benefit and align better with the mission of GOLD.

In February 2005, Governor Fletcher unveiled Renaissance on Main with new style and programmatic changes to enhance the already successful Renaissance program. Although GOLD continues to administer the program, the Renaissance on Main Alliance plays a critical role in the implementation of this program. The Renaissance on Main Alliance is comprised of representatives from the following agencies:

- GOLD (Lead Agency)
- Kentucky Heritage Council/Main Street Program
- Kentucky Housing Program
- Kentucky Transportation Cabinet
- Kentucky Department of Tourism
- Kentucky League of Cities (KLC)
- Federal Home Loan Bank of Cincinnati

The Renaissance on Main Alliance acts as an advisory committee to the Renaissance Program, while bringing together federal, state and local expertise and resources to address a host of issues that adversely impact the redevelopment and revitalization of downtown communities with leveraging funding sources. The Renaissance program is not intended to replace existing state and federally funded programs, but is rather an enhancement.

The relationship between Renaissance on Main and Main Street has developed since the inception of the program in 1996. The National Main Street Program provides the local organization with a structure based on the Main Street Four-Point Approach: organization, design, promotion, and economic restructuring. Upon designation of a Renaissance on Main city, cities are also part of the Kentucky Main Street program, as the criteria required for the Renaissance on Main certification reflects the Main Street criteria. It is anticipated that the local Renaissance Committee and the Main Street Board are one in the same and that the principles and methods of Main Street philosophies are followed in everyday management of the local program.

B. Purpose of the Program

The primary focus of the program is to spur economic development through job creation in downtown communities. The purpose of the program is to reward and recognize Kentucky cities that proactively take steps to revitalize and maintain safe, vibrant and economically sound downtown communities. While construction of new facilities can be an option, the

program encourages the adaptive use of existing buildings with particular emphasis on the preservation of historic or unique facilities. Renaissance on Main funding is made available through the Commonwealth of Kentucky's General Assembly through the passage of Kentucky's biennial budget.

Applications for awards must meet the following review criteria under one or more of these categories:

- The project must substantiate that Renaissance on Main funding is necessary to meet the identified need(s) and that the impact of the funds is maximized.
- In the event other funding sources will be utilized in addition to Renaissance on Main funds, assurance will be made that all other feasible public and/or private funding sources have been applied for and are in place to assure adequate funding for project completion; and
- The project must substantiate that the accomplishments will be significant relative to need of the "Top Five Community Priorities" required for Renaissance on Main certification.
- The funding application must be accompanied by support letters from that city's legislators in support of the project.

II. PROGRAM FUNDING ELIGIBILITY

A. Eligible Grantees

Grants are available through the Renaissance on Main program to those cities established as "Certified" Renaissance on Main cities in the current year of eligibility (2006). The Kentucky Heritage Council/Renaissance on Main is responsible for determining a city's status as a certified designated city. While cities designated as "Candidate" Renaissance on Main cities are not eligible for funding, it is encouraged for those designated as such to work toward obtaining certified status. To be categorized as a "Certified" status, cities must meet the basic requirements of attending three eligible trainings as well as providing a salaried position to administer the local program. Applicants must be eighty percent (80%) complete with each existing Renaissance grant prior to applying for new funding.

B. Eligible Projects

Grant funds shall be used for capital projects that contribute to community and downtown revitalization projects in eligible cities. All streetscape design and façade activities which are a part of the project must be accomplished in accordance with guidelines, rules and regulations as published by the Kentucky Heritage Council and Kentucky Transportation Cabinet respectively. Renaissance on Main funds cannot be used for acquisition of property with intent of demolition. Funds may not be used for renovation of privately owned buildings except through a façade grant. A city may only submit one (1) grant application per funding cycle. Please note that an application may only pertain to one (1) project. If an application is for a façade project, the application may include multiple properties. All plans must be reviewed and approved by the Kentucky Heritage Council and GOLD. All work to historic buildings must be in accordance with Secretary of Interior Standards and be approved by the Kentucky Heritage Council and GOLD. Projects that are eligible for Renaissance on Main funding must fall into one of the following categories:

- Real Estate Acquisition
- New Facility Construction
- Facility Renovation
- Matching Funds for Transportation Enhancement, and Community Development Block Grant
- Façade Program

Please note: If applying for a façade program, it is left up to the city's procurement guidelines to determine which properties will be eligible to apply for Renaissance on Main funding. It is advised to allow at least two (2) weeks public notice to building owners who may be interested in participating in the city's façade program. Also, each building owner who is chosen to participate in the application process must sign the Acknowledgement of Renaissance on Main Procedures which should be included with the city's funding application.

Grant funds shall not be utilized for recurring expenses such as salaries, operating, etc. or for project(s) that do not meet the specified intended use of such funds. This includes projects that cannot clearly demonstrate an economic impact on downtown communities. Phased projects will not be funded unless the phase being requested can fully be completed and can "stand alone" as a functioning project.

C. Award of Renaissance on Main Grant Projects

Renaissance on Main grants are subject to the final approval from the Office of the Governor following the recommendation of the Renaissance on Main Program Director and members of the Renaissance on Main Alliance. In order for a project to be funded, a determination must be made regarding the project need, reasonability of costs and overall project effectiveness. Additionally, each project must be accompanied by a letter of support from the Renaissance on Main/Main Street manager as well support letters from the legislator(s) in their district. All Renaissance on Main grants are awarded through a reimbursement program. The Grant Agreement will specify that all funds are made available on a reimbursement basis and require submission of adequate support documentation in order to receive funds. Once the project is approved, the scope of work may only be amended under extreme circumstances as determined by GOLD on a case-by-case basis.

The criteria for the approval of project requests and awards will include, but are not limited to:

- a. The number of long-term/full-time jobs created or preserved, directly or indirectly as a result of the project;
- b. The degree to which stated community needs/priorities are substantiated;
- c. Payrolls, and state local taxes generated from the employment created or preserved by the development project;
- d. The need and the degree of the needs of the local units of government that will be affected by the development project;
- e. The amount and kind of assistance available from the government agencies;
- f. Commitments of additional funding sources;
- g. The amount of capital made available to the city by lenders and from the city's own funds; and/or
- h. The economic feasibility of the project.

Additional consideration will be given to those cities that:

- Presently have a market analysis and implementation plan in place;
- Have building inventory on file for the Renaissance on Main designated area;
- Have an adopted Historic Preservation Ordinance in place; and/or
- Have adopted a Planning and Zoning Ordinance.

Additional consideration will be given to those eligible projects that:

- Show substantial measurable economic impact;
- Include commitments of additional funding sources;
- Create new jobs; and/or
- Can be completed within a twelve month timeline.

III. RENAISSANCE ON MAIN GRANT PROCESS

A. Grant Cycle

Renaissance on Main Grants are competitive grants awarded annually.

Open enrollment for the application process begins August 1, 2006. Acceptance of full applications will close on April 30, 2007. No applications will be accepted with a postmark date after April 30, 2007. At the end of each month, Renaissance on Main staff will begin the scoring and advanced review of all applications submitted to date. Staff will prepare a listing of projects with Renaissance on Main "recommendations for funding" to the Renaissance on Main Alliance. The Renaissance on Alliance will meet monthly for review and provide recommendations to the Governor's Office for Local Development (GOLD). The Office of the Governor has final approval. Grant awards will be announced monthly starting in September via written award letters to the recipients and public presentations as determined by the Office of the Governor.

Subsequent to grant award announcements, the Renaissance on Main staff will prepare and provide the Grant Agreement. Grant recipients will have twelve (12) calendar months from the date the grant agreement is released by the Legislative Research Commission (LRC) Contract Review Committee to expend all funds. One, three month extension of the contractual period may be granted following written request, justification and approval by Renaissance on Main and the Commissioner of GOLD.

B. Application Process

Applications must include but are not limited to: detailed project description, statement of public benefit derived from the project, design plans and specifications (if applicable), itemized cost estimate/budget, verification of other funds, in-kind match, resolution and other information and/or forms that the Governor's Office for Local Development may request. Each grant will be limited to no more than ten (10) line-items for the funding as described in the Memorandum of Agreement, determined by the grantee.

Applicants must submit two (2) copies of the application and all supporting documentation to the Governor's Office for Local Development. Applications must be accompanied by a resolution authorizing the submission of the grant application and certifying commitments of "other" project funds. Incomplete packages will be returned as incomplete submissions for that competitive cycle.

Applications received after the April 30, 2007 deadline will be returned to the applicant. Renaissance on Main, as well as the Renaissance on Main Alliance, will review and prepare all applications, with recommendations, to the Office of the Governor for final approval and notification to successful grantee.

During the full application phase applicants should clearly address and provide documentation and verifiable justification to support any claims for extra consideration factors for competitiveness.

Online applications can be obtained at www.gold.ky.gov. In addition, application forms can be obtained from, and completed grant applications should be returned to:

Governor's Office for Local Development
Office of State Grants
Renaissance on Main
Attn: Cara H. Morris
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601

C. Application Review and Award

All applications will go through a competitive grant process. Each project will be reviewed at two (2) levels of review.

- a. Renaissance on Main staff, as well as Renaissance on Main Alliance review and recommendations for approval/denial.
- b. Review of all recommendations and final approval/denial by the Office of the Governor.

IV. GRANT AWARDS

A. Funding Availability

Applications may be considered from Renaissance on Main cities designated as “Certified” level subject to funding availability. Applications not approved during a competitive round may re-submit in a following year. The Renaissance on Main program may choose to award partial funding of an application.

The 2006 Renaissance on Main program has been funded through a House Bill 380 General Fund appropriation. The maximum grant award for 2006 applicants is \$150,000. The Renaissance on Main program will not be awarding “Direct Appropriations” in the 2006 funding cycle.

B. Award of Renaissance on Main Grant Projects

- All Renaissance on Main grants are subject to final approval of the Commissioner of GOLD, following the recommendation of Renaissance on Main Program Director and the recommendation of the Renaissance on Main Alliance. In order for a project to be funded, a determination must be made regarding project need, reasonability of costs and overall project effectiveness. The statutory criteria for the approval of all project requests and awarding of funds includes information outlined in HB 380 as well as additional information provided herein as “program requirements”.

C. Contractual Agreements

No funds shall be made available under the Renaissance on Main program until all parties have signed a grant agreement. Renaissance on Main is responsible for the preparation of all contractual agreements and the disbursement of funds. Any event of default of the Grant Agreement may result in a forfeiture of all Renaissance on Main funds remaining under that agreement. Any misappropriation of Renaissance on Main funds may result in the grant recipient being responsible for the return of any disbursed funds to date. Each project will be governed by its own agreement outlining its own specific use. Terms of the agreement will be determined by Renaissance on Main procedures and the nature of the individual project.

The Grant Agreement will specify that all funds are made available on a reimbursement basis and require submission of adequate support documentation in order to receive funds. Grant Agreements will have specific languages as to scope of the project, disbursement of funds, reporting requirements, audit requirements, contractual period, recaptured fund requirements, procurement requirements, legal obligations, etc. All grant recipients must comply with all state or federal laws governing specific types of projects, such as any permits, environmental related requirements, state prevailing wage rates, etc.

Process: Upon being awarded, Renaissance on Main will prepare and mail Grant Agreements for execution by grant recipients. Renaissance on Main staff will enter all Grant Agreements into the state’s accounting system and submit the

Grant Agreement to the Finance and Administration Cabinet and the Legislative Research Commission (LRC) for approval and/or review. Upon approval by LRC, the project is considered active and has final approval status. No reimbursement of funds can be processed by Renaissance on Main until approval by LRC is received. No funds will be reimbursed for any expense incurred prior to the LRC release date of the memorandum of agreement and final approval of renovations plans by the Kentucky Heritage Council and/or GOLD. Only invoices and cancelled checks that reflect labor or purchases that occur after proper approval will be reimbursed. Any costs incurred by the grantee or sub-grantee prior to the LRC approval date are the sole responsibility of the respective parties. Renaissance on Main staff must have all fully executed documents by the 15th of each month in order to obtain LRC approval/denial at the subsequent monthly meeting to be held on the second Tuesday of each month.

Contractual Period: The grant recipient will have twelve (12) months to expend the grant funds. The contract period on all grants will be for a twelve (12) month period beginning with the date of the Grant Agreement, after being released from the Legislative Research Commission (LRC).

Amendment and Extensions: The grant recipient must request all amendments to the Grant Agreement in writing. Amendments may only address moving or adjusting line item amounts. All requests for amendments must be submitted with proper justification to the Renaissance on Main Program Director and the Commissioner of GOLD for review. Approval of amendments to Grant Agreements will be conveyed by letter and an amendment from the Commissioner of GOLD. No verbal approvals will be made to recipients. No approval of amendments will be certified or honored until proper execution and receipt of the amendment document by GOLD/Renaissance on Main. In cases in which there is sufficient reason and just cause, the grantee may submit a request to amend the grant contract period. The maximum extension available for the contract period will be three (3) months. Any un-used funds, following expiration of the contract period, will be returned to the Renaissance on Main program to be utilized for other competitive grants.

D. Public Purpose Requirements – Bond and General Fund

Historically, the Renaissance on Main program has been funded through both bond and general fund dollars. The 2006-2007 Renaissance on Main funding is made available through general fund monies. The following descriptions outline the parameters for each type of fund source:

If funded with bond dollars, project(s) must be utilized for a public purpose for a minimum of 20 years from the completion date of the project. As a condition of the initial execution of the grant agreement, the grant recipient is required to execute and record a restrictive covenant incorporating the 20-year public purpose requirement. The restrictive covenant must be recorded with the County Clerk's Office in the county of residence. In the event that the grant recipient is not the owner of the property, the grant recipient shall require the owner to execute and record a restrictive covenant incorporating the 20-year public purpose requirement as a condition of the initial execution of the grant agreement.

If funded with general fund dollars, project(s) must be utilized for a public purpose for a minimum of 5 years from the completion date of the project. As a condition of the initial execution of the grant agreement, the grant recipient is required to execute and record a restrictive covenant incorporating the 5-year public purpose requirement. The restrictive covenant must be recorded with the County Clerk's Office in the county of residence. In the event that the grant recipient is not the owner of the property, the grant recipient shall require the owner to execute and record a restrictive covenant incorporating the 5-year public purpose requirement as a condition of the initial execution of the grant agreement.

E. Procurement

Procurement of goods and services must comply with all local procurement guidelines, which reflect applicable provisions of KRS 45A or Chapter 424. It is suggested that grant recipients contact their city attorney for advice.

F. Disbursement of Funds

To receive funds, the eligible recipient must complete a Request for Reimbursement form accompanied by adequate supporting documentation. The minimum amount grant recipients can request at any time is one thousand dollars (\$1,000.00) per draw unless the grant recipient has less than one thousand dollars (\$1,000.00) remaining in its allocation of funds.

No disbursement of funds for projects will be made without receipt by Renaissance on Main of the Request for Reimbursement form and its required support attachments (copy of cancelled checks, invoices, estimates and receipts). No disbursement of funds will be made for any expense incurred prior to the LRC release date of the memorandum of agreement and final approval of renovations plans by the Kentucky Heritage Council and/or GOLD. Only invoices and cancelled checks that reflect labor or purchases that occur after the LRC release date and Kentucky Heritage Council and /or GOLD approval of renovation plans will be reimbursed. If the recipient fails to comply with these guidelines or any requirements of the Grant Agreement, requests for disbursement will be held and no disbursement of funds will be made until compliance has been determined by Renaissance on Main.

Grant recipient must establish and maintain a financial management system in accordance with generally accepted accounting principles and pursuant to KRS Chapter 91A.

G. Recycled Funds

All income received from the use, lease or sale of any project funded by GOLD/Renaissance on Main during and through the dates of the public purpose requirements as defined in the grant agreement shall be collected and refunded periodically to GOLD for reallocation to other eligible activities or be recycled by the grant recipient into other approved Renaissance on Main projects which shall be for a like public purpose. Grant recipient shall keep adequate documentation of the utilization of all recycled funds.

H. Conflicts of Interest

No person, employee, agent, consultant officer, elected official or appointed official of grant recipient who exercises or has exercised any function or responsibilities with respect to activities assisted with funds or who is in a position to participate in a decision making process or gain inside information with regard to these activities, may have a financial interest or benefit from project activity, or have an interest in any contract or subcontract with respect to the project, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Upon written request, GOLD may grant an exception to the provisions of this requirement on a case-by-case basis when determination is made that the exception will serve to further the purposes of the Renaissance on Main Program, the effective and efficient administration of the project. However, such an exception could not violate any state, local or federal statute, law, ordinance or regulation. The Mayor, the applicant's legislative body, the Main Street Manager and the members of the local Renaissance on Main committee must execute the Renaissance on Main Conflict of Interest Disclosure Statement.

V. PROJECT REPORTING/MONITORING REQUIREMENTS

A. Project Reporting Requirements

Upon execution of the Grant Agreement the grant recipient shall be required to provide quarterly progress reports. Quarterly reports shall be due the 30th day following the end of a quarter.

First Quarter: July – September is due by October 30th

Second Quarter: October – December is due by January 30th

Third Quarter: January – March is due by April 30th

Fourth Quarter: April – June is due by July 30th

This schedule applies throughout the period of the project. Failure to comply with reporting will delay payment on reimbursement requests. This includes incomplete reports, failure to submit support documentation and invoices, plans, failure to submit the quarterly report, etc. Grant recipients must complete the Quarterly Report form for each project awarded. Each section of the form must be completed with any related support documentation relevant to the project and any pending documentation related to a request for reimbursement, such as all expenditures of funds for that quarter. Failure to submit or fully complete the required report will also place the grant recipient in noncompliance status at which time Renaissance on Main staff will assist to complete necessary corrections and/or submissions within a reasonable timeframe.

A Completion Report is required upon completion of each project. Each section of the form must be completely filled out with any related support documentation and with any required pending documentation. Upon receipt of the completion report Renaissance on Main staff and/or Kentucky Heritage Council staff will conduct a final site visit.

Upon receipt of the completion report and/or final draw on a project, Renaissance on Main will send a letter to the recipient for signature authorizing Renaissance on Main to close out the financial aspect of the project and confirming that all items are complete and the project is finished. Monitoring questions may be directed to the Renaissance on Main Program Director in writing. Grant recipients can expect to receive letters of inquiry from Renaissance on Main staff or legal counsel from time to time. The monitoring process involves an annual review of factors listed below, as applicable (may include but not be limited to):

- Contractual requirements and compliance as determined by the Grant Agreement;
- Guideline compliance;
- Financial reporting and documentation.

This process closes the financial aspect of Renaissance on Main projects. The terms of the executed Grant Agreement for a particular project may set forth other obligations for that project and describe any continued activity with Renaissance on Main.

B. Program Monitoring

Renaissance on Main shall maintain a project file on all grant projects. Renaissance on Main staff will provide monitoring of activities relative to the scope of work and the Grant Agreements, project accounting, cost estimates, change orders, all legal documentation, quarterly progress reports and compliance with all reporting requirements and reimbursement requests. Renaissance on Main reserves the right to request any and all related documentation relative to the completion of the project for review and recording in the file at any time during the project and upon completion before close out. Renaissance on Main and/or Kentucky Heritage Council will complete site monitoring on all projects during the course of the project and prior to project close out to assure compliance with the specified scope.

VI. Renaissance on Main Contact Information

Colleen Chaney
Office of State Grants
Executive Director
colleen.chaney@ky.gov
(502) 573-2382 Phone
(800) 346-5606 Phone
(502) 573-2939 Fax

Cara H. Morris
Renaissance on Main
Program Director
cara.morris@ky.gov
(502) 573-2382 Phone
(800) 346-5606 Phone
(502) 573-2939 Fax

Full Application-Grantee
Reniassance on Main
Governor's Office for Local Development

Project

Project Title: _____

Amount Requested: \$_____ Total Project Amount: \$_____

Type of Grant Project (please check all that apply):

☐ Streetscape Project ☐ Real Estate Acquisition ☐ New Facility Construction

☐ Facility Renovation ☐ Façade Program ☐ Matching Funds

☐ Other _____

Applicant

Applicant: _____

Street Address: _____

City, State, Zip Code: _____ Office Phone: _____

Mayor's Name: _____ County: _____

E-mail Address: _____

Grantee is (check one):

☐ City

☐ County

City Attorney

City Attorney: _____

Street Address: _____

City, State, Zip Code: _____ Office Phone: _____

E-mail Address: _____

Contact Person: _____

Renaissance on Main/Main Street Manager

Agency: _____

Street Address: _____

City, State, Zip Code: _____ Office Phone: _____

Renaissance on Main/Main Street Manager: _____

E-mail Address: _____

Detailed Project Description

Provide a detailed narrative description of project with ALL relevant project information, including but not limited to, project location, elements to be constructed, size of facilities, utility providers, capacity, number of jobs to be created, any preliminary studies (engineering, environmental), plans and design documents, etc. In addition, applicants **MUST** provide a statement with supportive documentation showing public benefit to be derived from the project (REQUIRED). Please note: The project description must be relevant to the “top five” community priorities listed for Renaissance on Main Certification.

Estimated start and completion dates for project **MUST** be provided. All projects **MUST** be able to be completed within a 12-month period.

Start Date _____ Completion Date _____

Equity

Does this project use any source of equity? (circle one) yes no

If yes, please specify below and attach any personal/financial statements as appropriate and other pertinent documentation to verify availability of personal cash or other funds.

If no, continue to next section.

☐ Public Source ☐ Private Source ☐ Other Grant Fund Source _____

☐ State ☐ Federal ☐ Other _____

Financing

Include all funding amounts and sources:

Source	Amount	Project %	Type	Status
TOTAL #				

Loan/Lease

Please list all loan/lease agreements for this project.

Source	Amount	Project %	Type	Rate	Term	Status

Collateral

Please list any collateral necessary for this project.

Funding Source	Equity	Property Value	Other
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Personal Guarantee \$ _____ Corporate Guarantee \$ _____

Project Site Information

Site Information:

Project Site: _____ acres Building Size: _____ square feet

Check one: ☐ New Construction
☐ Acquisition of an existing building

Age: _____ Appraised Value: _____

How long has building been unoccupied? _____

Project Cost Summary

Complete this form for acquisition and construction projects.

		Project Activity	Amount				
Estimated Project Costs		Land Acreage _____					
		Building Sq. Ft. _____					
		Improvement (existing buildings)					
		Other _____					
		Subtotal (Fixed Assets Costs)					
		Working Capital					
		TOTAL					
		Type of Financing	Amount	Percent of Financing	Interest Rate	Payback Period	Project Annual Debt Service
Proposed Project Financing	Fixed Assets	Renaissance on Main					
		Bank					
		Other _____					
		Other _____					
		Equity					
		Subtotal (Fixed Assets)					
	Working Capital	Bank					
		Equity					
		Other _____					
		Subtotal (Working Capital)					
	TOTAL FINANCING						

Project Cost Summary					
Budget Information – Non-Construction Projects					
Section A-Budget Summary					
Source of Funding (List)	Amount		Total Project Costs	Status	Applied or Secured
	Federal	Non-Federal			
1					
2					
3					
4					
5					
6. TOTALS					

[illegible]

Factors for Competitiveness

Please clearly justify project and substantiate support in each of the following applicable areas (insert narrative):

1. Market Analysis and Implementation Plan

2. Building Inventory

3. Historic Preservation Ordinance

4. Planning and Zoning

5. Economic Impact

6. Commitment of additional funding sources

7. Employment Impact (Jobs Created):

8. Need (Substantiated):

Certification of Application

Certification: I hereby represent and certify that the foregoing information, to the best of my knowledge, is (a) true, complete and accurately and fairly describes the proposed project for which financial assistance is sought; and (b) does not contain any information for which an entity competing with the applicant may claim a proprietary interest. I further certify that to the best of my knowledge and based upon due inquiry, neither I, nor any of the proposed guarantors or officers, directors or principals associated with the applicant are or were at the time of this application, directors or officers of, or otherwise have a fiduciary duty toward, an entity that is or may be in competition with the applicant. As used herein, applicant shall include any person or entity that is guaranteeing any proposed loan.

The undersigned, on behalf of the applicant, acknowledges that even though the information contained in this application, or which may hereafter be communicated to the Renaissance on Main, contains confidential and proprietary information, it may be subject to public disclosure to the extent required by law pursuant to any request made pursuant to the Kentucky Open Records Act, Chapter 61 of the Kentucky Revised Statutes. In addition, the applicant acknowledges and agrees this application will be released to the local jurisdiction(s) where the project is intended to be located. Notwithstanding the above, except as otherwise agreed to by the applicant in writing, no confidential or proprietary information shall be disclosed if properly excluded from disclosure under KRS 61.878 (as determined by the Authority, the Kentucky Attorney General, or Court of Competent Jurisdiction).

Mayor Signature _____ Main Street Manager Signature _____

Printed Name _____ Printed Name _____

Date _____ Date _____

Acknowledgement of Renaissance on Main Procedures

I _____, owner of _____, _____
Property Owner Property Address City

_____, _____, have read and understand the 2006 Renaissance on Main Funding Guidelines. I will abide by all guidelines and I understand
State Zip

the funding process outlined in the steps below:

1. The city will submit an application to Governor's Office for Local Development (GOLD).
2. The application will be reviewed by Renaissance on Main staff and the Renaissance on Main Alliance Members with comments forwarded to the Commissioner of GOLD for decision.
3. Funding announcements are made with a letter of congratulations sent to the city, along with the Scope of Work form.
4. City executes the Scope of Work form and returns to GOLD.
5. GOLD prepares Memorandum of Agreement (MOA) and sends the MOA to the city for execution.
6. City returns the executed MOA to GOLD.
7. GOLD executes the MOA and enters the agreement in the E-Mars system for Legislative Research Commission (LRC) approval/denial.
8. Upon release from LRC, GOLD shall forward an executed copy of the MOA to the city.
9. Work may begin on plans that have been approved by GOLD/Kentucky Heritage Council (KHC).
10. The city submits a request for reimbursement (Attachment C) with all supporting documentation, such as invoices and documentation that the checks that paid for the project have cleared the bank (copy of the cancelled checks, or an image statement).
11. GOLD sends the payment request to the KHC for approval.
12. Upon payment approval, GOLD requests payment from the state's accounting system and forwards payment to the city.
13. Once the project is complete, GOLD shall send a Completion Report to the city.
14. The city completes and executes the Completion Report and returns it to GOLD.
15. GOLD reviews the Completion Report for accuracy, and shall close out the project upon determination that all funding has been properly expended and the Scope of Work has been completed.
16. Any un-used Renaissance on Main funds shall lapse into the Renaissance on Main funding pool to be utilized for other competitive grants.

Building Owner

Date _____

Main Street Manager

Date _____

Mayor _____

Date _____

Office of State Grants • Governor's Office for Local Development
1024 Capital Center Drive, Suite 340 • Frankfort, KY 40601
Phone: 502-573-2382 • Toll Free: 800-346-5606 • Fax: 502-573-0175 • www.gold.ky.gov

